

UNITED COMMUNITY CORPORATION

Membership meeting  
Monday February 1, 1965  
9:00 P.M.  
Quitman School  
Newark, New Jersey

ATTENDANCE:

Peter Schuyler  
Ralph L. Sims  
Gloria Bridges  
Beatrice C. Slaten  
Bernice H. Webber  
Mrs. W. Scott Young  
James P. Nelson  
Mrs. Alexzina W. Brown  
Timothy Still  
John Greeh  
Howard Goeringer  
Thomas J. Reynolds  
George C. Richardson  
Robert W. Harvey  
B. F. Johnson  
Rabbi Israel E. Turner  
Tom Hayden  
Duke E. Moore, Sr.  
Ralph Zinn  
Fred Ewing  
Marjorie T. Van Dyke  
Ulysses Blakely  
Emil Hirschoff  
Hilda Hidalgo  
Lee Bernstein  
Frank Addonizio  
Kenneth A. Gibson  
William A. Mercer  
Mary Smith  
Harry P. Wheeler  
Earl Harris  
Rev. Thomas J. Carey  
Mrs. Esta Williams  
Miss Dorothy Gould  
Richard D. Marshall  
Thomas F. Edwards  
Jack Tracy  
Grace E. Malone  
Joy C. Smith  
Douglas Amos

Walter Dawkins  
Fredericka Ingham  
Irvine I. Turner  
Mrs. Charles O'Flaherty  
Mr. & Mrs. Gilbert Hunsinger  
Mrs. Ethel M. Moore  
James Eastman  
Rev. John Collier  
Monsignor Joseph Dooling  
Oscar Coxson  
Harry Van Dyke  
J. Thomas Flagg  
Ruth Fisher  
Charles W. Garrison  
Ralph T. Geller  
James A. Pawley  
Herbert H. Tate  
Kim Jefferson  
Mrs. Sylvia Woodson  
Mrs. Yvonne Pogue  
Mrs. Sylvia Josephson  
Irving Rosenberg  
Belle Rosenberg  
Rabbi Jonathan J. Prinz  
Myron Redford  
William D. Payne  
Phillip Thigpen  
C. Willard Heckel  
Cyril D. Tyson  
Walter Chambers  
Carolyn Kelley  
Derek T. Winans  
Rufus W. Cooper  
Horace Hunt  
Harold Story  
Irvin L. Solondz  
Norman Steinlauf  
Jimmy Rell  
Mary L. Williams  
Jim Rospel

PRESIDING: Mr. Heckel, President, presided.

WELCOME: Welcome was given by Mr. Heckel to the first Membership meeting of the United Community Corporation.

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REPORT ON           Miss Hidalgo read that section of the By-Laws which dealt  
MEMBERSHIP:       with membership and discussed it with the members present.

In the discussion which followed Mr. Wheeler, Rabbi Turner, Rev. Johnson, and Dr. Blakely discussed membership and urged appointment of a membership committee.

PROGRAM           Vice President, Timothy Still, reported that the Program  
COMMITTEE:       Committee was set up to clear all programs that would be  
                  presented under the Economic Opportunities Act. Mr. Still  
                  further reported that the purposes of the programs would be  
to reach the people who are existing in a state of poverty.

CHANGE IN       Mr. Tate presented the proposed change in the By-Laws as  
BY - LAWS:       follows:

"The Board shall be composed of the Mayor, two members of the City Council, the President of the Board of Education, the Superintendent of Schools and forty-eight members at large, (plus the seven remaining members of the City Council who shall be honorary members of the Board of Trustees.) These members shall not represent but should be representative of government, social agencies, business and labor, religious and ethnic groups, as well as those in the community who are to benefit from the work of the Corporation."

"The part in brackets would be added."

It was moved and properly seconded, and by two-thirds vote, voted that the By-Laws be amended as proposed.

Mr. Frank Addonizio reported that some of the Councilmen did not want to be honorary trustees because they did not have a vote.

REPORT ON       Mr. Chambers made the following report. (A copy of which  
STAFF:       is attached to and becomes a part of the original minutes  
              of this meeting.)

REPORT OF       Mr. Tyson emphasized the fact that the purpose of the Cor-  
EXECUTIVE       poration was to bring people back into the main stream of  
DIRECTOR:       the community and that he was committed to do this with  
                  integrity.

REPORT OF       Mr. Heckel emphasized the desired action and full participa-  
THE PRESIDENT:   tion of the members of the Corporation and as many members  
                  of the community as possible.

**DRAWING FOR  
BOARD  
ROTATION:**

The following named people were drawn to be eligible for rotation the first year:

Charles W. Garrison	Kenneth Carberry
Mrs. Grace Malone	Irving Rosenberg
Frank Loria	Herbert Tate
Eulis Ward	Kenneth A. Gibson
Very Rev. Ledlie Laughlin	Mrs. Ethel M. Moore
Ralph Geller	Zain Matos
Marshall Stalley	Rev. John Green
Charles A. Matthews	Duke E. Moore, Sr.

The following named people were drawn to be eligible for rotation after the first two years:

Raymond Proctor	C. Willard Heckel
Louis R. Quad	Franklin Roberts
Dr. Thomas Reynolds	Louis Danzig
Albert Saldutti	George Haney
Miss Dorothy Gould	Rt. Rev. Msgr. Joseph A. Dooling
Peter V. R. Schuyler, Jr.	Frederick Ewing
Rev. Earl Huff	Miss Hilda Hidalgo
Francis A. Quillan	Rabbi Jonathan J. Prinz

The following named people were drawn to be eligible for rotation after the first three years:

Very Rev. Msgr. Thomas J. Carey	Mrs. Ceil Arons
Mrs. Louise Patterson	James A. Pawley
Rev. B. F. Johnson	William D. Payne
Timothy Still	Thomas F. Edwards
Robert W. Harvey	Walter Chambers
Abe L. Sudran	James Brown
George C. Richardson	Mrs. Reynold Burch
James Williams	Rev. Boyd Cantrell

**QUESTIONS  
AND  
ANSWERS:**

During the question and answer period emphasis was placed upon the fact that individual salaries were listed at the top of the range and that this did not mean that everyone would be hired at that level.

The geographic area of the three Area Boards was described and the indication was made that work would start immediately on setting up these Area Boards.

**ADJOURNMENT:** There being no further business the membership meeting was closed at 9:50 p.m.

Respectfully submitted,  
s/s

Peter V. R. Schuyler, Jr.  
Secretary

UNITED COMMUNITY CORPORATION

CITY OF NEWARK, N. J.

February 1, 1965

REPORT OF PERSONNEL COMMITTEE

The Personnel Committee is composed of the following members:

Walter D. Chambers, Chairman  
Peter V. R. Schuyler, Co-Chairman  
Mrs. Ceil Arons  
James Brown  
Frederick Ewing  
Ralph Geller  
Kenneth A. Gibson  
Reverend John Green  
Reverend Earl Huff

Dr. Edward F. Kennelly  
Duke E. Moore, Sr.  
William D. Payne  
James A. Pawley  
Francis S. Quillen  
George C. Richardson  
Irving Rosenberg  
Abe L. Sudran

This Committee, appointed at the Board meeting of December 21, 1964, met on January 18 and 29, 1965.

The Personnel Committee agreed that its immediate objective is the recruitment and selection of top staff members. This objective is spelled out in a recommendation adopted by the Board of Trustees on December 21, 1964. In addition to staff selection, the Committee accepted a second objective -- the establishment of personnel practices and policy.

To accomplish these objectives the Committee was divided into three Subcommittees -- Personnel Practices, Job Descriptions and Specifications and Screening and Selection. (See attached list for the Subcommittee assignments).

The Subcommittee on Personnel Practices -- James Pawley, Chairman -- will draft the manual on Personnel Practices which will cover such areas as working hours, salary administration, vacation and leave policy, health and welfare benefits and other matters of concern to staff members of United Community Corporation.

The Subcommittee on Job Descriptions and Specifications -- Ralph Geller, Chairman -- will draft the job summary and prerequisites for the various top staff positions in the UCC.

The Subcommittee on Screening and Selection -- Francis Quillen, Chairman -- will publicize all pertinent information on current job openings in the Corporation and make applications available to the interested public. In addition, this Committee will process the applications and make appropriate recommendations to the Executive Director, who will make the final selection.

These Subcommittees immediately functioned to carry out their purpose in order that the process of hiring might proceed as quickly as possible. At a meeting of the full Personnel Committee the following reports of progress were received:

Personnel Practices - This Subcommittee is compiling the material to be included in the manual. Expects to complete the job by February 15.

Job Descriptions and Specifications - Subcommittee has drafted the descriptions and specifications for the positions of Associate Director, Comptroller, Personnel Director, Legal Counsel, Employment Training Director and Community Action Director. These are the top staff positions included in the Revised Operating Budget.

Screening and Selection - Subcommittee established the procedure by which applications will be received and processed. First, information on all job openings will be made available to the public through all possible sources. Secondly, applications will be received and screened by the Executive Director. The applications of qualified candidates will be reviewed by the Subcommittee which will select those persons to be invited for an interview. All members of the Personnel Committee may participate in the interview sessions. Members of the Board of Trustees will also be invited to attend as observers. Following the interviews the list of approved candidates will be submitted to the Executive Director who will make the final selection.

Throughout its deliberations the Subcommittee on Screening and Selection and the entire Personnel Committee will be guided by the resolution adopted by the Board on December 21, 1964 which stated in part, "wherever possible preference will be given to residents of Newark in the hiring of personnel for the United Community Corporation."

After the immediate objective of the selection of top staff has been achieved the Personnel Committee will continue to work with these staffers in the establishment and implementation of the personnel practices and policy of the Corporation.

Respectfully submitted,

Walter D. Chambers, Chairman

Peter V. R. Schuyler,  
Jr.  
Co-Chairman

UNITED COMMUNITY CORPORATION

PERSONNEL COMMITTEE

SUBCOMMITTEE ASSIGNMENTS

1. Personnel Practices

James Pawley, Chairman  
George Richardson  
Samuel Warrence

2. Job Descriptions and Specifications

Ralph Gellar, Chairman  
Dr. Edward Kennelly  
Kenneth Gibson  
Abe Sudran  
Rev. Earl Huff  
Fred Ewing

3. Selection

Francis Quillan, Chairman  
William Payne  
Mrs. Cecil Arons  
Irving Rosenberg  
James Brown  
Duke Moore, Sr.  
Rev. John Green

January 28, 1965